Job Title: Legal Services Coordinator

Department: Legal

Immediate

Supervisor: City Attorney

Origination Date:	06/21/2004
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB

This position provides a high-level of administrative, legal and professional work in support of the City Attorney's office in addition to providing administrative support in all areas of the department's operations. This position performs duties as assigned, including responding to requests, conducting research, preparing reports and performing paralegal work that requires knowledge of legal principals, terminology, and forms. This position requires a high level of confidentiality of both written and verbal information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Serves as the Office Manager for the City Attorney's Office And assists in the development, implementation, and facilitation of the department's short term and long term goals and objectives. Establishes and implements administrative policies and procedures, including procedures for managing the department's workflow and monitoring customer's satisfaction with services provided. Establishes and manages the department's paper and electronic filing system and document databases, serves as the Records Management Team Departmental Representative, and assures compliance with applicable record retention policies. Facilitates development of the department's budget by: reviewing and evaluating budget requests, working with professional staff to prioritize budget requests, and making recommendations to the City Attorney; serving as the department's Budget Liaison, participating in City wide budget meetings; and submitting annual and supplemental budget documents. This position serves as the Procurement Liaison for the department, manages the department's budget by monitoring expenditures, approving expenditures within authority delegated by the City Attorney, overseeing purchasing and inventory for the department, managing credit cards issued to department personnel, and keeping the City Attorney informed about issues related to the department's budget. Investigates and resolves operational and administrative problems. Tracks progress and status of department projects and programs. Prepares or assists in the preparation of reports as required by the City Attorney and manages the payroll process.

	Physical	
	Strength Code	ESSENTIAL FUNCTIONS
2	S	Monitors and tracks professional training for all professional staff to ensure compliance with State requirements and prepares all conference and training requests and documents, including all travel arrangements. Manages recruitment process for professional staff, including the preparation of necessary documentation, establishing interview panelists, and scheduling interviews. Conducts analysis of professional staffing needs within the department.
3	S	Provides administrative and professional support to the City Attorney and other professional staff within the department, either directly or through management of non-professional staff. Maintains department's library materials and administrative manuals, and manages and tracks the flow of paperwork, including incoming/outgoing mail, requests for legal services and legal services provided. Tracks documents submitted to the department and routes as required for execution. Prepares and/or proof reads for completeness, accuracy, and punctuation correspondence including memos, letters, schedules, agendas, and COACs in addition to documents prepared by professional staff including development agreements, real estate documents, contracts, ordinances, resolutions and court filings. Proofreads for completeness, accuracy, and punctuation, documents prepared by professional staff including: development agreements, real estate documents, contracts, ordinances, resolutions, letters, memorandums, court filings, and COACs. Maintains calendars for City Attorney and professional staff, including scheduling and coordinating of appointments and meetings.
4	S	Responsible for performing legal work of moderate difficulty and assisting attorneys in case preparation and processing in the City Attorney's Office by assisting in the coordination of case activities from initial assignment to conclusion; assembling necessary information for legal proceedings; drafting written motions, requests, responses and occasionally portions of legal opinions and briefs; organizing documents and keeping track of exhibits and documents. Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes. Responsible for day-to-day operations for specific programs within the City Attorney's Office while maintaining a high level of confidentiality. Duty assignments are performed according to his or her own judgment, requesting supervisory assistance only when necessary.
5	S	Maintains docket of cases filed by and against the City and litigation calendars, including trial dates, discovery deadlines, court appearances and action dates. Prepares and disseminates Litigation Hold Notices to appropriate parties and complies and disseminates documents in response to discovery requests and prepares disclosure statements, standard pleadings, and discovery responses at the direction of professional staff. Conducts research, legal and otherwise, as requested and prepares memoranda summarizing results of research.
6	S	Works closely with other City departments to coordinate, research, and assemble documents and responses to public records requests. Responsible for establishing criteria and entering support tickets for requests for city staff emails and coordinates retrieval of same with ITS department. Reviews and redacts records pursuant to State and Federal rules and case-law. Compiles final documents for release and prepares correspondence to requester as needed.

		Physical Strength Code	ESSENTIAL FUNCTIONS
7		S	Communicates with the general public, media, city employees and legal professionals. Deals tactfully with the public, including citizens making complaints or requesting service, provides necessary information, and follows through on problems.
	8	S	Oversees implementation, maintenance and administration of technology projects, solutions, and applications. Serves as department's liaison to ITS for the department's technology needs.
	9	S	Participates as a member of City Teams by attending meetings, performing assigned tasks, and working in cooperation with other city employees for a common goal.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, Legal Assistant Certification.
Reading	Work requires the ability to read and comprehend legal documents, motions, pleadings, council actions, resolutions and ordinances, contracts, development agreements, policies and procedures, court rules, statutes and various case law.
Math	Work requires the ability to comprehend and prepare Budget requirements, statistical reporting processes, procurement card expenditures, and timesheet input procedures.
Writing	Work requires the ability to write legal documents, Motions, Pleadings, Memorandum, Council Actions, Resolutions or Ordinances, Contracts, and Development Agreements.
Managerial	Work requires functioning as a lead worker performing essentially the same work ad those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Decision/Policy Making	Moderate - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typical positions in this category are supervisory, highly technical, or lower level professional jobs.
Technical Skills	Limited Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical	Frequency Code (Mark only one)	Description: (Check all that apply)
Demand Standing	N	☐ Making presentations ☐ Observing work site ☒ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling		⊠ File drawers ⊠ Equipment □ Tables and chairs □ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N ⊠ R □ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☑ On step stools
Sitting	□ N □ R □ O □ F ☑ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R ⊠ O □ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,		•

Physical Demands (continue	ed)							
Machines, Tools, Equipment	t and Work	Aids:						
Telephone, copy machine, fax machine,	scanner, shredd	er, card scan, l	labelmaker, e	ectric staplers.				
Computer Equipment and S	oftware:							
Computer, Printer, Standard Microsoft		ffice software	Lotus Notes	Naviline Lase	r Fisch	e Neogov We	stlaw	ACIIS and
internet.	windows and O	ince software,	Lotus Notes,	rvaviilie, Lase	1 1 15011	c, reogov, we	suaw,	resis, and
meme.								
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature								
(heat, cold, extreme temp. changes fr	om outside	×						
work) Wetness and/or humidity				 _		_		
(bodily discomfort from moisture)		×						
Respiratory hazards		X						
(fumes, gases, chemicals, dust and di Noise and vibration	rt)							
(sufficient to cause hearing loss)		X						
Physical hazards								
(high voltage, dangerous machinery,	aggressive	×						
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	ns:							
Health and Safety Conditions	N = Never	R = Rarel		Occasionally		Frequently		Constantly
	Never	Less than		or more of		n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	eek 1	the time	of	the time	1	the time
Chemical hazards	X							
Electrical hazards	X							
Fire hazards	\boxtimes							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	d Centers							
Protective Equipment Requi	ired:							

Job Demands

Overall Strength Demands:

Overall Strength Demands				
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		X		
Noisy/Distracting Environment			\boxtimes	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

ands of this job.	its attachments and find it to be an accur	лате description	
	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
Job Title of Department Director	Signature of Department Director	Date	

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.